



The Brakenhale School

Person Specification

Job Title: HR Administrator

Key Criteria	Essential	Desirable
Qualifications and Training	GCSE or equivalent Good literacy and numeracy skills	A Level or equivalent Working towards CIPD level 3
Experience	Knowledge of using IT systems and packages, in particular Microsoft Office Experience of working in an office environment Diary management and appointment booking using manual and computerised systems	Experience of working in a school's environment Prior knowledge of SIMs and the ability to run reports Experience of being involved with staff payroll Experience of conducting school workforce census Prior knowledge and understanding of HR legislative policies Relevant experience of working in an HR environment
Professional skills and abilities	Computer literate with a working knowledge of Microsoft Office package Office systems and procedures Ability to work effectively as part of a team or as an individual Ability to prioritise workloads and have excellent time management and organisational skills Ability to monitor, control and keep records according to the requirements of the school Excellent interpersonal and communication skills Excellent written skills Ability to establish positive relationships with staff members at all levels Be confident in the use of email and database programs Confidence in minute taking complex and sensitive meetings Ability to work with highly sensitive and confidential information	Understand the statutory requirements of legislation concerning protected characteristics

Personal Qualities	<p>Knowledgeable and highly competent</p> <p>Punctual</p> <p>Approachable and empathetic</p> <p>Excellent attention to detail</p> <p>Flexible and enthusiastic</p> <p>Ability to be self-motivating</p> <p>Resourceful, creative and enthusiastic</p> <p>Comfortable and confident in engaging with sensitive staffing issues</p> <p>Ability to adapt quickly to changes in requirements</p> <p>Ability to take instruction</p> <p>Ability to multi task</p>	<p>Quick to adapt and take on new initiatives</p> <p>Willing to undertake further training which may be required</p>